SENIOR DIRECTOR FOR PROGRAMS

JOB DESCRIPTION

The Mathematical Association of America is the world’s largest community of mathematicians, students and enthusiasts. Our mission is to advance the understanding of mathematics and its impact on our world and we do so through our values of Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits, and we are located in a desirable Washington, DC location.

Job Summary:

As part of the executive leadership team, the Senior Director for Programs (SDP) is responsible for working with the Executive Director and MAA’s Board to refine and implement a strategic plan and an operating model to forward MAA’s mission of “advancing the mathematical sciences, especially at the collegiate level.” As a progressive leader and business partner, the SDP, as part of the senior executive team, works closely with the Executive Director to bring leadership and direction to MAA by embracing change and innovation.

Job Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

The primary areas of responsibility are MAA’s portfolio of externally-funded programs, Project NExT, and American Mathematics Competitions (AMC). In order to carry out these duties, the SDP will oversee the operations and staff of these departments and will be responsible for managing personnel and budgets that come under these areas.

- **MAA Programs and Services**: Management of MAA’s portfolio of externally-funded projects, in concert with the Director of Programs (who reports to the SDP), including identifying potential opportunities for new initiatives, and working with suitable members of the MAA community to develop proposals to support such projects. This work requires close collaboration with the Executive Director and senior leaders of the MAA, as well as developing relationships with representatives of federal funding agencies, foundations, and other professional associations.
- **Project NExT (New Experiences in Teaching):** MAA Project NExT (PN) is a professional development program for new or recent Ph.D.s in the mathematical sciences. The Director of MAA Project NExT, a contracted position, reports to the SDP, to ensure coordination and alignment of PN activities with MAA’s strategic plan, and to leverage the work of PN in support of other MAA programs.

- **American Mathematics Competitions (AMC):** MAA’s portfolio of competitions are America’s longest-running and most prestigious math contests. The Director of Competitions Operations reports to the SDP, who will support the competitions team and ensure the program is dedicated to strengthening the mathematical capabilities of our nation’s youth by identifying, recognizing, and rewarding excellence in mathematics through a series of national contests.

**Minimum Qualifications**
To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

**Education**
- Advanced degree in the mathematical sciences or related field, required

**Experience**
- Senior level management experience with an emphasis in academics and/or association management, required
- Highly networked within the STEM community and significant experience obtaining and managing external funding in collaborative settings, required
- Experience working with a Board of Directors or similar oversight body for a membership association or non-profit experience, highly desirable
- Involvement with MAA at either the Section or National level with an understanding of and commitment to the sense of community that is fundamental within MAA, highly desirable
- Experience leading and managing business operations is a plus
- Demonstrated multi-channel project management experience with openness to creative/innovative solutions
- Experience leading a team and working across functions collaboratively

Knowledge of and experience with the mathematical sciences community, especially in the context of higher education, is a must. As a visible ambassador, the MAA SDP needs the skills and background to build effective alliances and to interact productively with mathematicians and educators at several levels, leaders of other scientific and educational organizations, federal government officials, funding agencies, major constituencies within MAA, and the public.
Knowledge, Skills, and Abilities
- Exceptional communication and interpersonal skills both written and verbal.
- Strong grammatical skills for proofreading and editing.
- Proficiency with MS Office Suite and other technology including web-based systems.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to exercise sound judgment, use discretion, and maintain confidentiality.
- Ability to maintain cooperative and mutually beneficial relationships.
- Ability to handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Ability to work effectively as an individual contributor and as a highly resourceful team player.
- Demonstrates the highest level of customer/client service and response.
- Forward-looking, actively seeks opportunities and proposes solutions.
- Demonstrates problem-solving and decision making capabilities.

Working Conditions
- General office environment/hybrid work schedule
- Occasional weekend/evening work to attend meetings and conferences
- Travel of up to approximately 15%

To apply please send cover letter and resume to HR@maa.org

EQUAL OPPORTUNITY EMPLOYER